Human Resources Service Center-Northeast (HRSC-NE)
Modern Newsletter #4
9 October 2001

From the Director of the HRSC-NE ...

This Newsletter addresses several issues that have manifested since the implementation of Modern DCPDS in the Northeast Region. The topics discussed in this Newsletter are:

- New RPA Attachment Sheet (revised 9/20/01)
- Severance Pay Calculations
- Mass Awards and Performance Ratings
- Change in RPA Routing Inbox (NOAs **352,355,815,816)**
- Appraisal Information for New Hires and Re-hires
- Corrections and Direct Data Element (DDE) Updates
- Mass Realignments

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New Attachment to the RPA

      The Attachment to the RPA form has been updated to include the Functional Class Code, additional acquisition information and information needed for Army position builds. We have also removed Position Hierarchy from the attachment as it is no longer required. Please begin to use the new form *immediately.* It is attached for your convenience. (The attached RPA form supersedes the one in our Modern Bulletin #2.)

      In Modern it is required that number of hours be entered for ALL actions for Firefighters or Part Time employees. Hours must be entered even if they are not changing.   Please remember to include hours in the RPA attachment.

      *The HRSC will complete appropriate position information for activities that are Non-Manage-to-Payroll. In addition, we have found that we are unable to open .pdf files if they are attached to RPAs so please send only WORD or TXT files.

⭐ Severance Pay Calculations

At the present time, the severance pay calculation process in Modern is very cumbersome.   Please be advised that the HRSC-NE will only provide final severance pay calculations at the time RIF separation notices are issued. The HRSC-NE will provide estimated severance pay calculations for VSIPs that will be included with the retirement estimate. The Benefits Branch will only compute the actual severance pay amount at the time the entitlement is payable.

To assist you in determining all other estimated severance pay calculations there is a formula sheet located at http://www.opm.gov/rif/general/egrifben.htm. The fields necessary to determine severance pay are Name, SSN, DOB, Basic Salary Rate, SCD-Civilian, Age, Work Schedule and Annuitant Indicator. The HRSC-NE has placed a report containing this data in the HRSC-NE Library on WebCognos. Contact your HRO POC for this data. Please be advised that computations must be done "*one at a time.*"

You may also access an electronic Severance Pay Calculator, which will give you the financial computation you require. The Internet address for the Calculator is www.afpc.randolph.af.mil/permiss/civilian/c_6a81.htm (be patient, at times this site is unavailable).

⭐ Mass Awards and Performance Ratings

As you know, the transition to Modern has affected our processing of awards. The HRSC-NE, Code 20, no longer has capability to upload mass awards and performance ratings into the MDCPDS. Therefore, the following guidance on submitting awards and performance ratings is provided.

Procedure for Submitting Awards:

Submissions for less than twenty employees: Individual (Name Action) RPAs (AWARDS/ONE-TIME PAYMENTS) must be prepared and submitted directly to the HRSC Inbox NERR51BENE.

Submissions for twenty or more employees: HRSC-NE will process submissions for the *same type* award (i.e., all Special Acts, all Time-Off Awards) as Mass Actions. Therefore, *only one RPA (AWARD/ONE-TIME PAYMENT)* with an attachment (EXCEL spreadsheet) must be submitted with the names of the recipients reflected. The spreadsheet must contain the following information in the format shown:

UIC   NAME (alpha order - Last/First/Middle)   SSN   AWARD AMOUNT

Quality Step Increases (QSIs): Please Remember: QSIs must be sent as an Individual RPA "SALARY CHANGE" (NOA: 892). Please do not initiate the QSI RPA as an "Award/One-Time Payment". (QSIs that were previously submitted as one-time payments have been corrected and processed by the HRSC Benefits Staff, but the process is time consuming.)

Procedure for Submitting Performance Ratings:

Submissions of Ratings of Records must be e-mailed to your POC, either Georgeanna_Maiorini@ne.hroc.navy.mil or Mary_Oconnor@ne.hroc.navy.mil. Any attachment must be in the form of an EXCEL Spreadsheet.

For ALL rating levels, 2, 3, or 5 either singularly or for an entire UIC, indicate the following:

> UIC, NAME (IN ALPHABETICAL ORDER LAST, FIRST, MIDDLE); SSN, RATING CYCLE, RATING LEVEL (2, 3 OR 5), RATING OF RECORD, PAY PLAN, AND GRADE.

You will only need to identify EXCEPTIONS as follows: UIC, Name (In Alphabetical Order - Last/First/Middle); SSN; Rating Cycle, Rating Level (2, 3 or 5) Rating of Record, Pay Plan and Grade; Reason for the exception (e.g., new hire, not rateable, retired, transferred, etc.)

Helpful Hint: The Org Code/UIC may be found in the CSU under the Resource Management "Resource Data". The "OSC" field reflects the Org Code; the "OBAN" field reflects the UIC.

Should you have any questions concerning the above, you may contact your POC Mary O'Connor (215/408-5084) or Georgeanna Maiorini (GG) (215/408-5063).

In order to assure the timely processing of the Incentive Awards and Performance Ratings, the above procedures must be followed and are ***effective immediately.***

⭐ Change in RPA Routing Inbox (NOAs 352,355,815,816)

Occasionally Staffing RPAs end up in the Benefits inbox and vice versa. Please be sure to route your RPAs through the correct HRSC-NE inbox. Effective *immediately*, the following NOAs will now be routed to **HRSCNE53,Staff: 352, 355, 815, and 816**.

⭐ *Save Before You Route*

To ensure the capability of tracking your RPAs, you must save the RPA in your inbox before routing it to the HRSC-NE inbox. The procedure is: "save and hold" in your inbox; open again, "save and route" to the HRSC-NE.

⭐ *Appraisal Information for New Hires & Re-Hires*

Appraisal information must be coded in Modern for all New Hires and Re-hires to prevent actions from rejecting. New Hires will be coded with a presumptive (new hire) rating. Re-hires whose previous appraisal is more than five years will also be assigned a presumptive rating. When the original Official Personnel Folders are received the database will be updated for relevant appraisals received in the past.

⭐ *Corrections and Direct Data Element (DDE) Updates*

In Modern, a Correction RPA is required when a specific piece of information needs to be corrected and is shown on a Notification of Personnel Action (NPA – SF-50). A DDE Update is the update of information that does NOT require a NPA. (Please Note: Managers do not have access to the "Change Family" Task Flow button.)

The HRSC has developed the following procedure for the submission of corrections and DDE Updates from the HROs:

- From the Navigation screen, OPEN an Award One-Time Payment Request for Personnel Action (RPA)
- Click on the "*CHANGE FAMILY"* Task Flow Button on the upper left hand corner of the RPA
- A warning block will appear stating that information will be removed from the RPA. Click YES
- A full list of **Families** will appear - choose the DOD Correction Process-002 Family
- Indicate the *proposed* effective date of the change (*in part A, block 4)* and the person whose record needs to be corrected (*in part B, block 1)*
- For both corrections and DDE Updates, please provide the information that needs to be corrected in the **NOTEPAD** of the RPA **ONLY**. The update of information on the RPA and the Modern record must be done by the HRSC.
- The RPA will be routed to the appropriate HRSC in-box
- The HRSC will process the correction or DDE Update, whichever is appropriate. The Correction will produce a SF-50 (NPA). The update of the DDE will be documented in Part D on Page 4 of the RPA by the personnelist who updated the information and then the RPA will be closed.

⭐ *Mass Realignments*

In Modern the HRSC has the capability to process Mass Realignments. We request that HROs use the following procedure when submitting a request effecting five or more employees. Please Note: to be considered Mass Realignment the same data field changes are required for all of the employees. The process for the HRO to submit mass realignments to the HRSC will be similar to that which they used under Legacy DCPDS. (Please Note: The effective date for all Mass Realignments will be the date it is processed.) Please process as follows:

- From the Navigation Screen choose the Realignment Request for Personnel Action (RPA)
- An Excel spreadsheet must be attached to a single RPA documenting the employees affected and only the items which require change due to the Realignment (see below)
- The RPA will be routed to the HRSC NERRSTAFF in-box
- The HRSC will process the Realignment as a Mass Action

The following is a list of data fields that may be changed on a Realignment. Only provide those data fields that require a change.

General Information (Needed on all Realignments):

- ➢ Effective Date
- ➢ Unit Identification Code (UIC)
- ➢ Employee Name
- ➢ SSN
- ➢ Organization Code (Formerly DIN JEJ)
- ➢ Payroll Code (Formerly DIN JAR)

Information requiring change:

- ➢ Agency Code/Subelement (i.e. NV25)
- ➢ Servicing Office ID (i.e. L1)
- ➢ Duty Station (Formerly GEOLOC)
- ➢ UIC (i.e. 00015)
- ➢ Payroll System (i.e. DCPS)
- ➢ Payroll Office ID (i.e. PE, CY, CH, etc.)
- ➢ Payroll Org Code (Formerly DIN JAR)
- ➢ Organization Structure ID (Formerly DIN JEJ)
- ➢ Bargaining Unit Status (i.e. 8888)
- ➢ Position's Organization (i.e. L100015002 – HRO ID/UIC/JEJ)

Information requiring change – ARMY ONLY:

- ➢ TDA Para Number
- ➢ AMSCD
- ➢ TDA Line Number

HRSC-NE
RPA ATTACHMENT

Because of some the program features of the Modern System certain information must be provided as an attachment. Please provide the following information as appropriate when submitting an SF-52 (RPA):

Position Build (PD) Information	
Core position description #	
Title, PP, Series, and Grade	
Unit ID Code (UIC)	
Geographic Location (GEOLOC) of vacancy	
Servicing Office ID (HRO ID)	
Acquisition Career Level	
Acquisition Job Site	
Acquisition Critical Position	
Acquisition Career Category	
Acquisition Job Specialty 1	
Acquisition Job Specialty 2	
Acquisition Program Indicator	
Acquisition Special Assignment	
Payroll Org Code (Cost Cntr)	
Responsibility Level (Supv Status)	
Position Sensitivity	
Organization Structure ID (Org Code)	
FLSA	
Bargaining Unit Status	
Competitive level (RIF)	
Work Schedule (If Firefighter OR Part-Time, # of hours bi-weekly)	
Payroll Office ID	
Date Position Classified	
Classification Official	
Drug Test Required	
Pay Table ID	

HRSCNE-12330/1 (9/20/01)

Functional Class	

New PD build information needed after Modern Deployment

Competitive Area	
Security Access - type of investigation required (See Table Below)	
Key Emergency Essential position information (See Table Below)	
Mobilization indicator and reason code (See Tables Below)	

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New PD build information needed after Modern Deployment - Army Positions Only

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TDA Line Number	
TDA Para Number	
AMSCD	
Position Management Review Status	
Career Program Code	

Priority Placement Program (PPP)/Priority Consideration (PC)

Type of position - If Temp, please provide NTE date and if the position may be made permanent without further competition pending PPP clearance.	
Exception to Priority Placement Program (PPP), if applicable. Cite applicable exception from PPP manual and reason why you believe it matches.	
PPP Option code (PPP Manual Chapter 10)	
Priority Consideration list cleared?	

Recruitment Information

Name/telephone/e-mail address of selecting official	
Recruitment and target grade levels of position	

Recruitment Source(s) desired (i. e., Merit Promotion, and VRA or VRA and 30% DAV, or Merit Promotion and DEA or All Sources except DEA, or All Sources including DEA or Name Request (cite name and source under which (s)he could be hired), whichever is applicable.	
If DEA recruitment is desired, attach job analysis and crediting plan (or recipient at HRSC and date sent.)	
Will activity pay PCS costs?	
Special requirements of position: i. e., part-time, extensive travel 50-75% of time required, top secret clearance required, shift work required, driver's license required, etc.	
Recruitment/relocation/retention bonus will/will not be paid (if applicable).	
Temporary Position Certification per 316.401(b) & (c): *temporary appointment NTE 1 year. The proposed appointment meets regulatory time limits. This position has not previously been filled by temporary appointments for an aggregate of 2 years within the preceding 3-year period.	
Reason for temporary appointment - i.e., workload associated with completion of xyz project, hiring freeze, CA study, etc.	
Selectee Name, SSN, DOB	
Additional Information	
If a Temporary Promotion is requested, has the Employee been notified of the conditions of this time-limited action as required by 5 CFR 335.102(f)(1)?	
Point of Contact for questions concerning this form: Name, Telephone Number, email address	

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New Position Build Information Tables

Mobility Reason

| Find | % |

Mobility Reason	Description
1	Condition of Employment
2	Condition of Selection
3	Condition for Executive Development
4	Flow Through Position
5	Posn Asg Reqmt-Career Broadening Posn
6	Acq Pm/Dpm of Major Defense Acq Pgm
7	Acq Critical Posn (If Code 6 N/A)
9	Not Applicable

Find   OK   Cancel

Mobilization Indicator

| Find | % |

Mobilization Indicator	Description
1	Position Required at Mobilization Day Plus 1
2	Position Required at Mobilization Day Plus 2
3	Position Required at Mobilization Day Plus 3
4	Position Required at Mobilization Day Plus 6
A	Position Not Required Upon Mobilization
B	Position Required Only Upon Mobilization
C	Position Required In Peacetime and Upon Mobilization

Find   OK   Cancel

Security Access

Find	%

Security Access	Description
0	No Access Required; ENTNAC/NAC/NACI Required
1	Secret Access Required; ENTNAC/NAC/NACI/BI Required
2	Top Secret Access Required; BI Required
3	Top Secret SIOP/ESI Required; SBI Required
4	Child Care Background Check Required
S	Top Secret SCI Required; SBI

Find   OK   Cancel

Key Emergency Essential

Find	%

Key Emergency Essential	Description
2	Position Has Been Designated Key
6	Key Emergency Essential-Remain in Place
C	Emergency-Essential Position, Relocation To Overseas Area
D	Emergency-Essential Posn, Remains In Overseas Loc After Evac
L	LN Position Contingency-Essential
N	Position Not Designated Emergency-Essential Or Key
Y	LN Position Not Contingency-Essential

Find   OK   Cancel